SSPS via CARE: Overview for ADS Case Managers

LEGACY CA:
As long as your client is still in the Legacy CA, and it's not time for his/her annual reassessment, and there's been no significant change, continue doing SSPS authorizations the way you have always done them. Namely, by typing out new 14-154 authorizations, or by making handwritten changes on existing 14-159s, then giving them to Eleanor or Mendel to input into SSPS, via WebConnect.

MAKING THE TRANSITION FROM LEGACY CA TO CARE:
Once you have assessed your client in CARE, then you must do that client's SSPS authorizations in CARE. In CARE, you create or modify SSPS authorizations in the **SSPS Authorizations** screen (Client Details folder), then submit them ***directly*** into the SSPS system.
Once you have imported a legacy CA client into CARE, and the assessment is complete, and it has been moved from Pending to Current status, here are the steps for doing SSPS in CARE:

1. First, terminate <u>all</u> open SSPS authorizations that are in the client's file, and give them to Eleanor or Mendel for input. This will end these authorizations in the WebConnect system, and prevent duplicate authorizations.
   Note: Generally, you should close out the Legacy CA/WebConnect authorizations the last day of the month prior to the month you import the client into CARE. For example, if the CARE initial assessment is done on 10/22/03 - or any day before November regular deadline (11/20/03) - the 'old' WebConnect authorizations should be closed with an End Date of 10/31/03 and a CED of 10/1/03 – with new CARE authorizations starting 11/1/03.

   This is a simplification however, because if the CA to CARE transition means a reduction in hours and the need for the 15-day Planned Action Notice process, then this closing and reopening process becomes more complicated, and prorating of the transition month may be necessary. In this case please consult with Eric or Joan if possible before making changes.

2. Next, in CARE (Client Details folder), create and submit whatever SSPS authorizations are needed for your client, based on your Current Initial CARE assessment and care plan. *Note: These may be the same services and providers that you closed in step 1 above.*

3. <u>Immediately</u> after submitting each SSPS authorization in CARE, be sure to print at least 2 copies of that authorization from the CARE tool. Put one copy in the client's file. Sign the other copy in the Worker's Signature box (lower left), and place it in the special in-basket for submitted CARE authorizations that is near Eleanor and Mendel's work space.
   Q: Why is it important that our clerical staff get a copy of all SSPS authorizations that you've submitted via CARE?
   A: Because they need this information to keep our IP data base current regarding IP training and terminations. And, they also have to review *all* CARE *and* WebConnect SSPS authorizations that are submitted each day.

<u>SSPS problem solving</u>: Regardless of which system is being used to create or modify SSPS authorizations, you will still use the WebConnect internet site to check on the status of your SSPS authorizations, just as you have been doing all along.